

VILLAGE OF IRVINGTON

BUILDING DEPARTMENT

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



APPLICATION FOR CHANGE OF PERMITTED USE and/or OCCUPANCY PERMIT

This application is required for every tenant change in the business and industrial zones prior to construction or alteration in all existing space. No space can be occupied without approval (224-54-C of the Village of Irvington Zoning Code).

Fee: \$25.00

R/Check No.

Date:

Permit No.

PERMIT APPLICATION REQUIREMENTS:

1. Two (2) notarized applications;
2. Two (2) copies of detailed floor plans showing all measurements and dimensions, and plot plans (illustrating parking), indicating proposed changes and conformance with code requirements;
3. Permit Fee of \$25.00 (check or money order only);
4. Planning and Zoning Boards, as required (with case numbers);
5. Conformance with all applicable codes;
6. Inspections of premises and approval by the Building and Fire Departments.

TO THE BUILDING INSPECTOR:

The undersigned hereby makes an application for a Permitted Change of Use and/or Occupancy Permit:

Location: No. _____ Street _____ Post Office _____ Zip _____

Property Description: Vol. _____ Sheet _____ Block _____ Lot(s) _____

Type of Change: _____ From: _____

To: _____

Description of Proposed Changes, Construction and Alterations: _____

Property Owner: _____ Telephone No. _____

Address: No. _____ Street _____ Post Office _____ Zip _____

New Lessee _____ Telephone
No. _____

Address: No. _____ Street _____ Post Office _____ Zip _____

Former Occupant _____ Telephone No. _____

Address: No. _____ Street _____ Post Office _____ Zip _____

AFFIDAVIT OF OWNER AND APPLICANT

State of New York }
 }
County of Westchester } ss:

_____ being duly sworn, deposes and says:
that

_____ is the owner in fee of the premises to which this application applies;
that the applicant is duly authorized to make this application; and that the statements contained
here are true to the best of his/her knowledge and belief, and that the work will be performed in
the manner set forth in the application and in the plans and specifications filed therewith, and in
and in accordance with all applicable laws, ordinances and regulations. (Note: The filing of this
application does not constitute a permit to commence construction)

Note: If applicant is not owner of premises, owner's signature or written permission by owner
must be affixed to this application.

Signature

(Contractor) (Builder)

Sworn to before me this
_____ day of _____, 20____.

Notary Public

Pursuant to 224-54-A-1, all building permits expire one year from approval date

***Applicant must request a renewal prior to the expiration date; otherwise the
application will be subject to additional fees***

Incomplete applications will be returned
All fees are collected at time of application
Original signatures are required on all applications